



Culpeper County Building Department

302 N. Main Street • Culpeper, VA 22701
P:(540) 727-3405 • F:(540) 727-3461

2018 Master Plan Submittals

Effective with submitting master plans under the 2018 VUSBC and 2018 model codes, the following must be submitted:

- 1) One full set of construction documents per the Culpeper County residential checklist.
- 2) One full set of truss calculations and floor layout if using an engineered product.
- 3) One full set of structural calculations if applicable.
- 4) One completed ANSI Square Footage Certification reflecting all options.
- 5) Completed residential application for master plan submittal. Note: lot specific may be submitted once master plan is approved.
- 6) See note # 12.

In addition, we will require that one electronic copy of the construction documents be submitted on a rewriteable CD or DVD. Disc must be submitted in a hard protective cover.

- 1) It is imperative that all requirements of the residential check list are met.
- 2) Each PDF shall include bookmarks that will clearly identify each sheet in the file. Bookmarks shall have the same name as plan sheet index on the cover sheet.

Example of bookmarks:

Cover:
CS-1 Cover Sheet
FLR 1 – First Floor Plan

- 3) All sheets must be in order and properly oriented so that the top of the page is always at the top of a monitor.
- 4) Pages must be set to landscape.
- 5) All architectural and structural plans shall be in one PDF file one has the ability to scroll through the file without opening multiple files.
- 6) All text shall be readable with standard fonts and no smaller than 10 point.
- 7) Security options selected by the design professional must allow digital mark up's, the ability to create notes and to insert/ remove sheets if necessary.

- 8) Pages may not be shaded or use different colored layers to ensure electronic viewing and printing if necessary.
- 9) One full set of truss calculations and floor layout if using an engineered product.
- 10) One full set of structural calculations if applicable.
- 11) One completed ANSI Square Footage Certification reflecting all options.
- 12) **In lieu of verifiable digital seal and signature of RDP on electronic submittal, a letter stating builder, plan model & design criteria must be submitted with original seal and signature. If more than (1) RDP involved such as architect and engineer, original letter must be provided by both.**